

Monitoring Course Progress

This policy and procedure has been created to monitor student course progression in line with Standard 10 of the National Code of Practice 2007 to identify students who are at risk of or who have failed more than 70% of the units required in a term. This procedure clearly indicates at what point an intervention strategy must be implemented.

Policy:

1. Definitions:

A **study period** is defined by the word “term” and is scheduled as per the Course Calendar for each faculty division.

Course progress is defined as the measure of advancement within a course towards the completion of that course demonstrated through competency-based training and assessment.

Unsatisfactory course progress is defined as not successfully completing or demonstrating competency in at least 70% of the course requirements for the study period.

Monitoring refers to an active checking process of course progress.

2. Assessment Process:

- 2.1 Cadet International College will ensure that all assessments meet the requirements and outcomes specified in accredited courses within the scope of registration or partnering agreement.
- 2.2 Students may be assessed on an individual basis, in pairs or small groups. Students are assessed against set performance criteria as per the unit of competency, not against each other.
- 2.4 Assessments are marked according to set criteria and the marking of each assessment for each unit of competency is clearly identified to students.

Assessment Result:	Descriptor:	Criteria:
Not yet competent (NYC)	Student work not yet demonstrating competency to the specified standard of one or more elements of the performance criteria in the unit of competency.	Student does not display and/or apply sufficient understanding or skills of the key concepts and work performances of one or more elements of the unit of competency.
Competent (C)	Work demonstrating achievement to the specified standard of all the elements of the unit of competency.	Student demonstrates and applies an understanding of the key concepts and work performances of all the elements of the unit of competency.

- 2.5 Students are given feedback after each assessment.
- 2.6 In some cases, students may be eligible to re-submit failed assessments. (*Refer to Re-sit of Assessment Policy and Procedure*)

3. Achieving Satisfactory Course Progress:

Students who achieve competency in seventy percent (70%) or more of the units set for the study period will be deemed to have achieved satisfactory course progress.

4. Monitoring Course Progress (Identifying “at risk” students):

4.1 Course progress will be checked against completion of course within the specified duration.

- a. At the end of each compulsory study term, Cadet will systematically monitor each student's academic progress and identify those students requiring intervention.
- b. If it is possible to identify students “at risk” of achieving satisfactory course progress before the end of the compulsory study term, then Cadet will initiate intervention strategies as early as possible. Any student who is immediately identified as “at risk” of not completing their course within the expected duration throughout a term of study will be contacted advising them that they will need to rectify the situation through consultation with the Course Trainer or the International Student Registrar.
- c. The Course Trainer, Training Delivery Manager, the International Student Support Officer and International Student Registrar will ensure that the process outlined below is followed:-

- Student attendance and course progress will be monitored on a continual basis through attendance records, assessment records and monitoring records as an indicator of student participating in class work.
- As soon as a student is identified as “at risk” of not achieving satisfactory course progress then the Course Trainer shall immediately bring their concerns to the attention of the Training Delivery Manager and/or International Student Registrar either verbally, by email or course progress monitoring report.
- A formal monitoring process will be conducted at the end of each term. The Course Trainer will print a status report through the data management system and complete a Course Progress Monitoring Report on each student and submit this written report to the Training Delivery Manager.
- The Training Delivery Manager will review each Course Progress Report provided by the course trainer in order to identify any student who is “at risk” of not achieving satisfactory course progress for that term.
- The Training Delivery Manager will provide an overview of student course progress to the International Student Registrar in particular identifying each student who is “at risk” of not achieving satisfactory course progress of seventy percent (70%).
- The International Student Registrar will review student records identified by the Training Delivery Manager as “at risk” and make an assessment of whether the student is in a position to complete their course within the expected duration period.
- The International Student Registrar will provide the each student who has been identified with an “At risk of not achieving satisfactory course progress” letter advising them to make immediate contact with CADET.

Refer to Completion within Expected Duration Policies and Procedures.

4.2 Attendance and assessment results will be continually monitored by:

- a. Course Trainer's completion of attendance record sheet. Attendance record sheets are recorded into a data management system as a record of the student's attendance.
- c. End of term Course Progress Monitoring Reports submitted to Training Delivery Manager and International Registrar for review of each student's progress.

- d. A Status Report will be generated from the data management system to assist the Course Trainer to complete a Course Progress Report. Report data identifies student course progress requirements and is a trigger to identify “at risk” students.
 - e. Reference to individual Student Training Plans
- 4.3 Where it becomes apparent that a student is “at risk” of not meeting satisfactory course progress prior to the end of a term of study it will be recommended to the International Student Registrar that an intervention strategy be imposed.
- 4.4 Where a Student is in the “at risk” category having failed to complete seventy per cent (70%) of course requirements, the International Student Registrar will contact the Student by letter advising the student is “at risk” and arrange an appointment with the Student Support Officer and Course Trainer initiating an intervention strategy process.

5. Support/Intervention Strategy provided for students deemed “at risk”:

- 5.1 Where a student has been identified as being “at risk” of not making satisfactory course progress, support/intervention strategies are implemented to assist the student.
- The student will receive an “at risk” of not achieving satisfactory course progress letter as soon as it has been identified that the student is at risk of not achieving the required seventy percent (70%) course progress for a study term. This process can be initiated at any stage during a study term. The student is required to meet with the Course Trainer and Student Support Officer to commence support/intervention strategies.
 - If the student is identified for the first time, or subsequent times without a preceding period of identification, the student will:
 - Receive a written letter from Cadet International Australia advising of not achieving satisfactory course progress under the provisions of the Course Progress Policy. The letter will specify an appointment time with the Student Support Officer or International Student Registrar.
- 5.2 At the appointment with the Student Support officer or International Student Registrar, the following will be discussed to determine the best intervention strategy/strategies necessary to assist the student to achieve satisfactory course progress:
- Discussion of course suitability for which the student is enrolled into e.g. is the student completing a course suited to them?
 - Opportunities to demonstrate competency by undertaking re-assessment as per the provisions of the re-sit of assessment policy. This procedure allows re-assessment or demonstration of competency in units failed or deemed not yet competent (NYC)
 - Client counselling, support and welfare assistance to identify and assist a student where there may be compassionate or compelling circumstances impacting on the student’s capacity or ability to progress through their course.
 - The student will be advised that under this policy, unsatisfactory course progress in two (2) consecutive study periods could lead to the student being reported to DIAC and cancellation of their student visa, depending on the outcome of any appeals process.
- 5.3 The student’s records are considered as part of the intervention strategy, and will be used in conjunction with any decisions in relation to support/intervention strategies. In particular, the following documentation can be used in this process:
- File notes
 - Results
 - Attendance records
 - Previously implemented intervention strategies
 - Trainer’s progression reports

- 5.4 The following intervention strategies are considered on a case-by-case basis:
- English language support for oral and written comprehension
 - Assistance with academic or practical skills such as report writing, practical skills review, meeting assessment requirements and research skills
 - Discussions with Student Support Officer and/or International Student Registrar for assistance with personal issues affecting course progress
 - Opportunity for reassessment (*see Re-sit of Assessment Policy and Procedures*)
 - Changing courses
 - Mentoring by the Course Trainer
 - Referral to external organisation for assistance
 - Reduction in course load
 - Combination of strategies outlined above
- 5.5 The International Student Registrar will meet with the Student and an Intervention Strategy Form will be completed and signed by all parties and a copy given to the Student as a record. A copy will be kept in the Student's master file located at the International College.
- 5.6 The student will be monitored in accordance with the agreed intervention strategies. Any variance to the intervention strategies will require a new Intervention Strategy Form being completed and signed by all parties.
- 5.7 Where a Support/Intervention Strategy has been implemented, the student will be required to meet with either the Course Trainer, Student Support Officer and/or International Student Registrar on a regular basis for follow up and monitoring.
- All meetings with the student are to be recorded and a copy kept on the student's file
 - Records of meetings attended will be signed by all parties involved

6. Achieving Unsatisfactory Course Progress:

- 6.1 Where a student fails to make satisfactory course progress in **two (2) consecutive study periods** (as per scheduled course calendar) then Cadet International College will report the student to DIAC for unsatisfactory course progress.
- 6.2 Written notification will be sent to the student by sending a Notice of Intention to report letter informing them of Cadet International College's intention to report them to DIAC for unsatisfactory course progress and advising the student that they have twenty (20) working days to lodge an internal appeal prior to being reported. (*See Complaints and Appeals Policy and Procedure*).
- 6.3 A student's internal appeal will be considered in the following circumstances:
- The student's marks have been calculated incorrectly
 - Compassionate or compelling circumstances apply
 - An Intervention Strategy or other policies were not implemented according to Cadet's documented policy and procedures
- 6.4 Where a student lodges an appeal, the appeal will be considered within ten (10) days of the receipt of the appeal application. The International Registrar will process the appeal, record the decision and advise the student of the outcome. All records will be kept on the student file.
- 6.5 The student will only be reported when the appeal process is completed and the appeal decision does not favour the student.
- 6.6 The student is to maintain their enrolment throughout the appeals process.

- 6.7 After all complaints and appeals processes are finalised, or the student has chosen not to access the complaints and appeals process within twenty (20) working days, the student's enrolment will be formally terminated and the International Student Registrar will report the student to DEEWR through PRISMS for unsatisfactory course progress as soon as practicable. A Section 20 Breach notice will be generated by PRISMS.
- 6.8 The Section 20 Breach notice will be sent to the student via mail and a copy will be kept on the student file.